

## MCA LIAISON COMMITTEE MEETING

January 27, 2005

Polycom meeting opened at 10:30 am by Rebecca Johnson, DBE Supportive Services Manager  
**Meeting held in Helena- Right of Way Conference Room**

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Donna Taylor	Oftedal	Pat Bibeau	Storm Water Construction
Marny Harrison	Century	Kim Lapke	Lapke Construction
Sue Platis	Highway Specialties	Ted Burch	FHWA
Katie Trotter	Poteet Construction	Leslie Wootan	MDT DBE Program
Wade Sellers	United Rentals-Alpine	Rebecca Johnson	MDT DBE - SS Program
Steve Baeth	JTL Group Belgrade	Elaine Arterburn	MDT DBE - SS Program

In attendance were Bill Anderson, MDT Civil Rights; Heather Long and Duane Long, HL Construction; Sue Platis, Highway Specialties; Lora Butler, Rockin JL; Steve Baeth, JTL-Belgrade, Ted Burch, FHWA Rebecca Johnson, DBE Supportive Services, Leslie Wootan, DBE Program. Donna Taylor, Oftedal attended the meeting via the MDT polycom system. Hereafter referenced by first name in this document.

Rebecca introduced Lora, Heather, and Duane as invited guests to give their viewpoints on project communication.

### 1. Project Communication

- Lora stated she had communication problems between the Prime Contractor and MDT on a Kalispell project where she is a subcontractor for seeding. She was called by the Prime and asked if she could be there this fall instead of next spring. She then made arrangements with MDT inspector to inspect the seed (took several weeks to get seed inspected). After the seed was inspected, the Prime called again and requested she seed the project the next day. She agreed and showed up, but was then unable to work due to the cold weather. The Prime stated they would not be paying for the mob since nothing could be done. The group then discussed ways of better handling this type of situation. Sub should confirm with both MDT and Prime Contractor that the work can indeed be performed. Steve will look into this matter with JTL and Rebecca will discuss with MDT concerning the delays in inspecting.
- Heather & Duane voiced concerns about going to bid bonds only instead of a check for 10% of the bid (check guarantee). As they used the check method and feel that it gives them more freedom when deciding on what projects to bid.

### 2. Review and approve meeting minutes for December.

Meeting minutes of December 2, 2004 meeting approved as read. Rebecca stated that De Dee at MCA is working to post this committee's minutes on MCA's website.

### 3. Action Items

- a.) **Special fuel user permit notes** - Rebecca will send legislative action proposal when she gets it from Bob Turner. MDT does not require Owner/Operators to have a permit at this time since they are not considered a subcontractor.
- b.) **Subcontractor Feedback System**- Subcontractors would like to know how their bid compared to the awarded subcontractor in a timely manner to help them review their bids. It was suggested they call the prime contractor, but it is difficult to get this information at times or subs do not want to bother primes for this information. One suggestion was a Bulletin Board on MDT's website where the prime could post awarded subcontract information. Subcontractors would also like to see an item-by-item pricing. Another suggestion was for the awarded subcontractors on the projects to post this for comparisons. It would be easier for the subcontractor to input their items. Donna asked that if a subcontractor is calling to see if they were used that they wait a few days as the office does not know until estimators get back from the letting. Sue suggested tabling this so we could think about what would work and discuss it at the next meeting. Rebecca read a letter from Marny Harrison of Century Construction stating that she would like to see a subcontractor list of quotes used sent out right away as they often bid as a subcontractor and need that information.

### 4. Review of DBE Workshops

Rebecca stated that there was a lack of Prime Contractors attending the workshops the first week in January that the MDT sponsored. It would have been advantageous for Prime Contractors to learn and participate in the construction environmental permitting workshops.

Steve commented that as the workshops are sponsored by DBE Supportive Services and that most primes figure it is for DBE companies only. Flyer should specifically say that Primes and non-DBE contractors are included. A point stressed at this workshop was the Prime should talk to their subcontractors and learn what work they will conduct and what permits will be needed. It is difficult and time consuming to modify permits during the construction phase. MDT Environmental Services is hiring more people to work in the districts (Great Falls and Missoula at this time).

### 5. Promotion of DBE Program with Contractors

Rebecca asked for ideas from the committee on training topics for subcontractors. Lora said she would like a workshop on how to read plans and specs properly to help with estimating prices and also to help with schedule planning on how to complete her portion of the project. It was suggested that prime contractor help to teach this so that the subcontractors know what they want.

### 6. Subcontractor Issues to address with MCA

Sue asked about projects on the reservations. Is it possible for the TERO to inform contractors and subcontractor at the pre-bid conference of the percentage of workers they

will have to hire through TERO for a project. Rebecca said she would talk to Vicky Koch and that she would invite Russ McDonald, new Tribal Coordinator for MDT, to next month's liaison meeting and that we should have questions ready for him.

## 7. Other Business

Rebecca: suggested asking a new DBE subcontractor to be on the committee to get their perspective on breaking into the business. It was suggested that Lora Butler could do this, but she declined to distance and lack of a poly com in her area. Sue then suggested Lapke Construction. Rebecca will call them.

## 8. Adjourn

Meeting was adjourned at 12:30 PM.

<b>ACTION ITEM LOG</b>				
<b>Action Item</b>	<b>Responsibility</b>	<b>Status</b>	<b>Date Assigned</b>	<b>Date Completed</b>
1. Letter to be included with the bid package to use the on line Request for Quote	Rebecca	Completed	6/24	12/2/04
5. Develop draft agenda for an orientation class sometime in January (TBD) for the committees review and input.	Rebecca	In Progress	8/19/04	1/5/05
6. Arrange for the Construction Bureau letter to reflect the accurate goal percentage for each project.	Leslie	Will be followed up after the Goal Methodology has been completed.	8/19/04	9/1/04
7. Check with the insurance commission for more agent listings.	Rebecca		10/29/04	
8. Check with Steve Garrison, MDT legal as to whether the OCP insurance requirement would be passed down to the subs.  Check with their insurance agent about OCP to make sure all people are covered.	Rebecca  Marny		10/29/04	12/2/04
9. Seek clarification – indemnification clause	Rebecca		10/29/04	2/24/05



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10. Rebecca will contact non-active members if they want to remain on the committee and play an active role.	Rebecca		10/29/04	2/24/05